



**Minutes of Management Committee Meeting
Held on Tuesday, 3rd August 2021 at 6.30pm
Via Zoom**

Present:

Janet Cassidy	Lynsey Crystal
Steven McCabe	Billy Stevenson
Hilary Edgar	Rhona Polak
Ross Campbell Anderson	

In Attendance:

Pierre De Fence	Director
Erica Davidson	Head of Finance
Joe Wilson	Property Services Manager
Sandra McPhee	Corporate Services / Compliance Officer
Phil Morrice	Alexander Sloan

1.	<p>Annual Accounts 2020-21</p> <p>Philip Morrice, from Alexander Sloan, presented the audited accounts for 2020-21 and advised the accounts were completed as normal. He highlighted some areas within the report including the Statement of Internal Finance Controls, approach to fraud and how the accounts met the laws and required legislation. He advised that the audit was carried out according to the Scottish Housing Regulator's stipulations and that the audit report was a true and fair view in accordance with UK legislation. Phillip advised that this was a clean audit report with no issues or matters of concern to bring to the attention of the Committee.</p> <p>The report was proposed by Steven McCabe and seconded by Janet Cassidy.</p> <p>Phillip then continued and presented the Management Letter and Audit Summary report to committee which included how key audit issues are dealt with, loan covenants and impact of Covid-19 on the organisation. He</p>
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	<p>highlighted that the Association must ensure that the Declaration of Interest forms for Committee are brought up to date and ensure that these are completed annually.</p> <p>The Management Letter and Audit Summary Report was proposed by Rhona Polak and Seconded by Ross Campbell Anders.</p>
	<i>P Morrice left the meeting at 7pm</i>
2.	<p>Apologies</p> <p>The following members submitted their apologies</p> <ul style="list-style-type: none"> - Gary Clark - Katie Devaney - Yvonne McDonald
3.	<p>Declaration of Interests</p> <p>There were no declaration of interests</p>
4.	<p>Correspondence</p> <p>There were no correspondence.</p>
5.	<p>Minutes of Management Committee of 6th July 2021</p> <p>There were no amendments.</p> <p>The minutes were approved by Janet Cassidy and seconded by Billy Stevenson.</p>
6.	<p>New Share Members</p> <p>This item was deferred from the previous meeting to confirm details of new application.</p> <p>Erica advised that the new member 611 was a joint application [REDACTED] [REDACTED]</p> <p>This was proposed by Billy Stevenson and seconded by Janet Cassidy.</p> <p><u><i>Post Meeting Note.</i></u></p> <p>It was noted after the meeting the member is a single membership for member number 611.</p>
7.	<p>Directors Report</p> <p>Pierre presented his reported and highlighted the following</p>

- Staff continue to work from home but will be looking to re-open the office at the beginning of September. A letter will be issued to all customers to confirm arrangements for the office re-opening.
- When the office is opened customer will be required to make an appointment to speak with staff, however, once the Kiosk has been installed appointments can be made also, for customers to speak with staff via Zoom or Teams when the staff member is working from home.
- Consultant has been appointed to carry out the flood risk assessment for the bowling club site. The Scottish Government has been approached with regards to grant funding the development of the site.

Committee raised the following comments / queries

- Why is there a requirement to include green space / allotments within the site. Pierre advised that this is part of the Council written plans for the West Dunbartonshire area. We could look at possibly offsetting this within and another area of Knowes HA.
- Is the greenspace area at the back of Auchnacraig owned by Knowes HA? Pierre advised that this belongs to the Council
- Welfare benefits service remains as being provided direct at present by CIRC in Dalmuir. We are currently looking at other organisations who could possibly be able to provide us with an inhouse service.
- Nikki Quinn will be joining the Association as the permanent housing officer, therefore there will be no tenancy support service for around 3 weeks, however a new Tenancy Sustainment Officer has been appointed..
- Nikki and Sandra have applied for a further 10 I pads to be issued to tenants
- Community funding application is being progressed with the assistance of Community Links
- The advert for the CEO is now live and is being co-ordinated by Aspen People.
- Sandra is the main contact for the SHR with regards to the recruitment of the CEO post.
- Shortly after the 15th September it should be announced who will be appointed to the post.
- The internal audit for the Regulatory Framework has been completed. TIAA have confirmed that we are fully compliant with the framework with the report being used for the Annual Assurance Statement to be approved.
- There were a couple of recommendations, not relating to the Regulatory Framework including to review the Business Plan on a 3 yearly basis and for audit reports to be presented to the Audit Sub Committee rather than the Finance Sub Committee.

7.1	<p>Strategic Options Appraisal 2021</p> <p>Pierre presented the review Strategic Options Appraisal 2021 and advised that there have been minor changes. With the main change being the inclusion of the impact of Covid-19 on the association. This includes the impact to void loss and rent arrears. However, the association continues to be agile and financially strong.</p> <p>Sandra will send a copy of the updated and approved Appraisal to the SHR on Thursday following her return to the office.</p> <p>The Strategic Options Appraisal 2021 was proposed by Billy Stevenson and seconded by Lynsey Crystal.</p>
7.2	<p>Committee Attendance</p> <p>Discussion took place on the attendance register and the attendance of Lawrence O'Neill. Pierre advised that Lawrence had a leave of absence for the last meeting and should have been in attendance at this meeting. Pierre will issue a letter to Lawrence to contact to discuss further.</p>
8.	<p>Health & Safety</p> <p>Sandra advised committee that weekly fire tests and monthly inspections continue to be carried out.</p> <p>Sandra also advised Committee that she is currently undertaking the training to become the of office First Aider. Joe Mailley will also be doing training to be back up if required.</p>
9.	<p>Property Services Report</p> <p>Joe presented his report and advised the following</p> <ul style="list-style-type: none"> - Two adaptations have been completed - The painting contract will commence week beginning 16th August and will be a 12-week programme. - There has been an issue with supplies which has resulted in a delay in the installation on dwelling doors.
10	<p>Policies for Approval</p> <p>a) <i>Staff Code of Conduct Policy</i></p> <p>Sandra presented the draft policy and advised that updates have been based on the new guidance by SFHA.</p> <p>Minor change to point 12 from 'bring' to brining'</p>

	<p>The policy proposed by Rhona Polak and seconded by Hilary Edgar for approval.</p> <p><i>b) Recruitment and Selection Policy</i></p> <p>Sandra presented the draft policy and advised of the changes including job titles and also the introduction of a new application form and removal of Criminal Convictions form to be replaced by Disclosure Scotland – Basic checks being carried out.</p> <p>The policy proposed by Steven McCabe and seconded by Billy Stevenson for approval.</p> <p><i>c) Training and Development Policy</i></p> <p>Sandra presented the draft policy and advised of the changes including job titles.</p> <p>The policy proposed by Rhona Polak and seconded by Lynsey Crystal for approval.</p> <p><i>d) Personal Relationships in the Workplace Policy</i></p> <p>Sandra presented the draft policy and advised of the changes to dates and inclusion of language and format types.</p> <p>The policy proposed by Billy Stevenson and seconded by Janet Cassidy for approval.</p> <p><i>e) Repairs Policy</i></p> <p>Joe presented the updated Repairs Policy and advised that changes made were linked to previous policies updated and approved by Committee.</p> <p>The policy proposed by Lynsey Crystal and seconded by Hilary Edgar for approval.</p>
11.	<p>EVH Report</p> <p>No report available.</p>
12.	<p>EVH Committee Appraisals</p> <p>Copy of EVH Collective Appraisal report for July 2021 provided for information.</p>

13.	<p>EVH Level 0 Covid-19 Briefing</p> <p>For information.</p>
14.	<p>Notifiable Events</p> <p>None.</p>
15	<p>Any Other Business and Apologies for Future Meetings</p> <p><i>a) Update on Electric Car</i></p> <p>Erica advised Committee that since the approval for the lease of a new office electric car, there have been issues with the company who were approved by the Finance Sub Committee.</p> <p>Erica proposed that due to the issues, that we extend the lease of the current vehicle and then obtain the replacement with the current provided. This will cost slightly more that the original costs provided, however, overall shows good value for money.</p> <p>Agreement was proposed by Billy Stevenson and seconded by Ross Campbell Anderson</p> <p><i>b) Property Services Assistant</i></p> <p>Pierre advised Committee that Debbie will be leaving the association on the 6th August to take up a permanent post with another organization. A replacement has been found and she is currently in place to do a handover with Debbie.</p> <p><i>c) AGM – Location Arrangements</i></p> <p>Pierre advised Committee that a decision is required on whether the AGM will be carried out via Zoom or at Skypoint on the 7th September.</p> <p>Following discussion, it was agreed that the AGM will take place at Skypoint. A slip will be issued to members to confirm attendance.</p> <p>It was also advised that staff numbers should be kept to a minimum with only senior staff, Sandra and Isabel in attendance and if available, Jodie for doing a game of bingo.</p>
16.	<p>Date of Next Meeting</p> <p>Tuesday, 5th October 2021 at 6.30 p.m.</p>